

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea, Bureau Chief	FROM:	Name and Title: Dain Christianson, Regional Manager
	Organizational Unit: Program Support Bureau DDP/DSD		Organizational Unit: Community Services Bureau DDP/DSD
	Address: P.O. Box 4210, Helena, MT 59604		Address: P.O. Box 472, Glasgow MT 59230

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request:

☒ Written Request

2. STATEMENT OF QUESTION OR ISSUE: The Consumer Funds and Personal Property Accountability Policy 01.03.331 states:

CLIENT PROPERTY

(331.7) The Developmental Disabilities Program service provider must establish an inventory record for each consumer in a licensed residential setting, listing all items over ten dollars purchased by consumer personal funds. The list must include all major items over \$50. If a consumer transfers to a different living arrangement, all listed property must transfer with that individual. Consumer personal property may not be sold or purchased for less than its market worth, based on a reputable appraisal.

What are the requirements if items from this inventory are missing without explanation?

Does this policy require an inventory listing include all "purchases over ten dollars" or only "major items over \$50"?

3. ANSWER: If items are found to be "missing" when the inventory of personal property is reviewed an investigation must be conducted to determine what happened to the property. If the item cannot be located and returned to the rightful owner the individual's planning team must review the issue and determine an appropriate course of action.

This policy requires a listing of property over \$10.00 because many DVD's and CD's fall into that price range and many individual's in Developmental Disabilities Services have music and movie collections. The reference to the \$50.00 in the policy will be removed and the policy will be re-distributed.

References:

Approved and Issued by:

(Program Director)

Date: 6/28/10

STATE USE ONLY	4: DISTRIBUTION:	5: FOLLOW-UP:
	One Copy: Requestor	<input type="checkbox"/> To be issued as Bulletin to: _____ (Division Administrator)
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